



**Spring 2022**



# **INTERNSHIP GUIDE**

Richmond City Health District



**WORKING TOGETHER FOR A HEALTHIER RICHMOND**





# RICHMOND CITY

## HEALTH DISTRICT

Richmond City Health District (RCHD) is dedicated to the goal of building a culturally diverse workplace committed to improving the health of multicultural and underserved communities. Students of color, students from underserved communities, women, LGBTQ students, and students with disabilities are strongly encouraged to apply.

Internships are unpaid and we expect a minimum of 100 hour commitment. If you are interested in becoming involved with RCHD with more flexibility, consider volunteering with Medical Reserve Corps. More information on volunteer opportunities can be found on our website at [www.vdh.virginia.gov/richmond-city/richmond-city-mrc/](http://www.vdh.virginia.gov/richmond-city/richmond-city-mrc/).

To apply for an internship at RCHD, please indicate which internship you are interested in and send the following items to [RCHDInternship@vdh.virginia.gov](mailto:RCHDInternship@vdh.virginia.gov):

- Resume
- Cover letter
- Course requirements
- Intern screening questions ([www.vdh.virginia.gov/content/uploads/sites/119/2021/09/Intern\\_Screening\\_Questions.docx](http://www.vdh.virginia.gov/content/uploads/sites/119/2021/09/Intern_Screening_Questions.docx))

Some internships may require additional documents or qualifications; please see the descriptions for more information. Selected interns will be required to attend a virtual weekly or biweekly “check-in” meeting with the internship coordinator.

Due to the high volume of qualified candidates interested in interning at Richmond City Health District, only candidates invited to an interview will receive notification of the status of their application.

Thank you for your interest in creating healthier communities in Richmond City.

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## Adolescent Health Intern

The Adolescent and School Health Program offers school and community-based education services designed to reduce risky behaviors and develop life-skills through coaching, education, and health education promotion. We partner with Richmond Public Schools and various other community partners to present a vast amount of topics; including but not limited to: risk-reduction, sexually transmitted diseases, tobacco cessation, nutrition, and stress management.

### A SUCCESSFUL CANDIDATE IS:

- Interested in youth or their issues
- Proficient in social media marketing
- Flexible
- Comfortable working with adolescents within a public school setting
- Comfortable using proper anatomical terminology
- Excellent urban public speaking (to youth)
- Access to reliable transportation
- Able to complete no less than 25 hours a week



## Creighton Court Family Transition Coach Program Intern

The Richmond City Health District employs three Social Worker Family Transition Coaches at the Creighton Court public housing community for the purpose of supporting residents' transition into other housing opportunities, including mixed income rentals and home ownership. First year MSW interns support this work by managing a small caseload: completing psychosocial assessments and interviews; developing quarterly household service plans; and helping residents achieve their goals through direct service and referral. Interns also participate in community events and agency 3 partner meetings to deepen their understanding of Richmond's East End Transformation and other wealth-building endeavors.

### A SUCCESSFUL CANDIDATE WILL:

- Have cultural competence around the needs of residents in public housing
- Be quick-thinking, good-humored, and hard working

# Immunization Program Intern

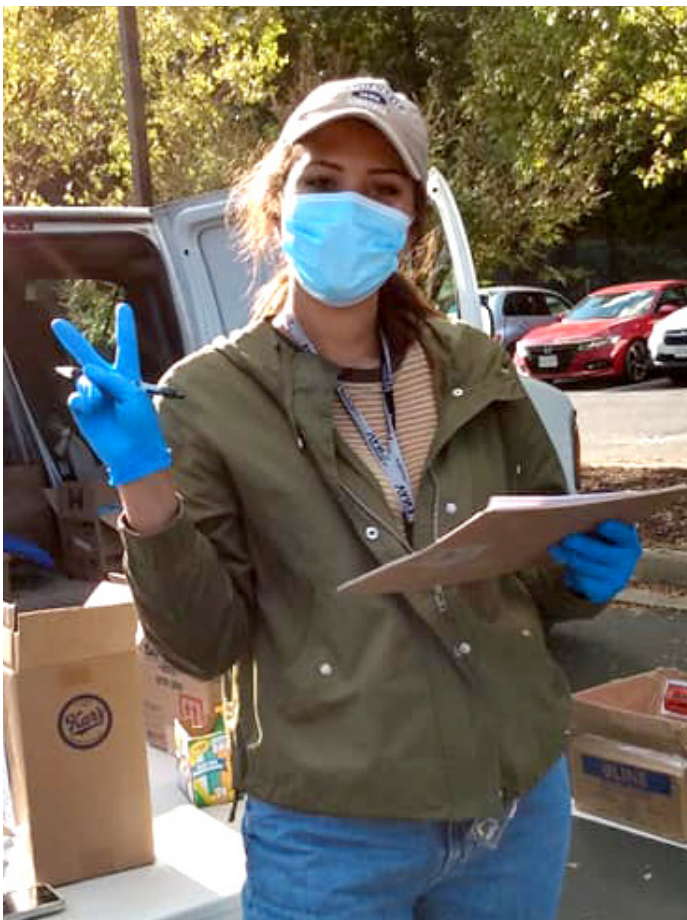
Immunization Program Intern Interns (Masters Level students preferred, though undergraduate students will be considered on a case by case basis) needed to assist with a variety of immunization initiatives taking place at the Richmond City Health District.

## INITIATIVES INCLUDE:

- The annual CoCASA survey (more details can be found at: <http://www.vdh.virginia.gov/immunization/datamanagement/assesinfo/>)
- Establishing/continuing a regular in-school vaccination program with Richmond Public Schools
- Identifying barriers to childhood/adult/Covid vaccination and ways to overcome them
- HPV Vaccine Campaign (creating and implementing strategies to increase HPV vaccine rates among Richmond preteen, teen, and young adult residents)

All interested interns should have the capability to perform literature reviews to guide them in developing best practices for immunization programs.

Interns should also have an understanding of how to perform basic statistical analysis (completion of an undergraduate statistics course is acceptable). Interns should have at least a basic understanding of the social determinants of health that present challenges to many Richmond parents when attempting to have their children vaccinated. This internship experience will allow interns to create a deliverable (e.g., a final presentation, report, logic model, etc.).







## Resource Center Intern

Resource Center Interns perform duties that are varied and diverse, but require some knowledge of office skills. Clerical duties may be assigned in accordance with the individual you are assigned to work with, which may include a combination of answering telephones, typing, filing, assist with creating PowerPoint presentation, and operating office machine. This work also includes assisting with educational classes, children's groups, and performing community outreach.

### JOB RESPONSIBILITIES:

- Ability to be flexible (may require being at different site locations)
- Ability to operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and computers
- Outreach
  - Assist with events, health fairs, etc.
  - Attend Community/Association meeting with Supervisor
  - Distribute flyers door to door

### SPECIFIC TASKS INCLUDE, BUT ARE NOT LIMITED TO:

- Attend community events as noted on google calendar (carpool or arrive at location 15 minutes prior to event starting)
- Assist with creating new patient packet & charts for Resource Centers
- Join Community Health Worker for outreach
- Update Comprehensive Resource Guide
- Re-label Resource Center flyers/business cards with updates at each site
- Create condom packets (receive instructions from RN or CA on how to create packets)
- Finish chapstick labels and distribute to centers
- Update the blue outreach board
- Create an interactive health promotion game for teens for outreach



# Richmond City Medical Reserve Corps Intern

REPORTS TO: Medical Reserve Corps Coordinator  
WORK HOURS: Flexible hours between Monday – Friday,  
some evening and weekend hours  
LENGTH OF TIME: Flexible Internships in the Spring, Summer, or Fall

Richmond City Medical Reserve Corps (RCMRC) is one of over 400 units that are part of the national Medical Reserve Corps program under the direction of the Office of Emergency Management. MRC units are community based and function as a way to locally organize and utilize volunteers who want to help supplement existing emergency and public health resources in their community. RCMRC is housed within the Richmond City Health District, but the internship will be a shared position between the Richmond and Henrico Health Districts.

RCMRC is seeking an energetic, highly-motivated individual to join our team as a Volunteer Management Intern. The intern will provide administrative and staff support while gaining a deeper knowledge of volunteer management and public health operations. This is an unpaid, part-time position for registered college/university students.

## THE PURPOSE OF THE RCMRC UNIT IS TO:

- Create a framework to match volunteers' skills with the community's needs
- Expand the capacity to respond to local health needs and emergencies in the City of Richmond, VA
- Create a pre-identified and credentialed team that is trained and ready to be activated during emergencies
- Draw health professionals and community members into local service

## INTERN RESPONSIBILITIES INCLUDE:

- Assist in building and maintaining community relationships
- Assist with scheduling and coordinating public health outreach events
- Represent RCHD at community events by providing public health information to community members
- Create and maintain social media plan
- Assist with creating and conducting orientations and trainings for volunteers
- Attend meetings related to emergency preparedness and response, and volunteer management
- Assist with emergency preparedness activities and exercises
- Work collaboratively with program staff to assist volunteer projects
- Provide general administrative support to the MRC
- Answer volunteer inquiries
- Maintain the volunteer database

#### INTERN QUALIFICATIONS:

- Must be a current student
- Must have transportation and use it on occasion for work duties
- Volunteer Management or Volunteer experience considered a plus
- Outgoing demeanor, with the ability to motivate others
- Demonstrated leadership abilities and strategic thinking
- Ability to work independently and in a group setting
- Highly organized and self-motivated
- Able to multi-task and respond to deadlines
- Excellent written and oral communication skills









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